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ABSTRACT

This booklet explains how educators can use the Higher Education Center for Alcohol and Other Drug Prevention to stay current with emerging prevention information and materials and join colleagues throughout the country in advancing prevention at colleges and universities. It describes the Center's activities including: training and professional development activities; technical assistance; publication and dissemination of prevention materials; training and technical assistance on the Drug-Free Schools and Campuses Act compliance requirements; support for the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse; and assessment, evaluation, and analysis activities, such as a nationwide search for promising practices. The booklet also lists Center publications and explains how to get technical assistance, access the Center database, and use electronic communications to support prevention. It describes other prevention resources, suggests actions for new prevention coordinators, and identifies persons and organizations involved in the Center and the Center Review Group. (MAH)

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GUIDE

How To Use

The Higher Education Center for Alcohol and Other Drug Prevention

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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We're Here To Help You!

THE HIGHER EDUCATION CENTER FOR ALCOHOL and Other Drug Prevention is the nation's primary resource for assisting colleges and universities in developing and carrying out alcohol and other drug problem prevention in campus communities. This publication explains how those working on campuses — whether they be alcohol and other drug coordinators, health or student services professionals, presidents and other administrative staff, faculty members, or students — can use the Center to support prevention efforts.

This booklet explains how you can make best use of the Center to stay current with emerging prevention information and materials. It also shows how you can join colleagues from around the country in advancing prevention at colleges and universities. Because the Center routinely adds new resources and materials to its array of prevention services, this booklet will be updated regularly.

The Center is only as good as its usefulness in supporting your work. Use this publication to learn how to make the best use of the Center, and let us know how we can best help you.■

Get in touch . . .

Web site: http://www.edc.org/hec/
Phone: 800/676-1730
e-mail: HigherEdCtr@edc.org

The Higher Education Center
Education Development Center, Inc.
55 Chapel Street
Newton, MA 02158-1060
U.S. Department of Education phone: 202/708-5750

What Is the Center?

THE U.S. DEPARTMENT OF EDUCATION CREATED THE Center in 1993 to provide postsecondary schools with a range of materials, training, technical assistance, and other resources to help prevent adverse consequences associated with alcohol and other drug use.

Based in Newton, Mass., the Center's work relies on the efforts of many individuals across the country who make up its core staff, advisors, associates, consultants, volunteers, and other supporters. Linked by a common interest in alcohol and other drug prevention, those working with the Center are seeking out others at colleges and universities — and their surrounding communities — both to add to the body of knowledge about what works in prevention and to share that information and the experiences of others in a collaborative and collegial environment.■

Mission Statement

The Center's mission is to help colleges and universities build on their respective capacities to plan, implement, and evaluate self-sustaining prevention programs and policies.

A central feature of the Center's work is the promotion of multiple prevention strategies that affect the campus environment as a whole and can, thereby, have a large-scale impact on the entire campus community. This approach represents a shift in thinking about prevention and suggests new leadership roles that postsecondary administrators, faculty, other campus officials, and students can play to reduce harm from alcohol and other drug use and to promote academic achievement.■

Approach to Prevention

Focusing on campus environments, student decisions to drink or use other drugs are shaped by

- campus social norms and expectancies
- campus policies and procedures
- availability of alcohol and other drugs
- enforcement of regulations and laws
- availability of alcohol-free social and recreational options

The Center offers an integrated array of services aimed at helping people working at colleges and universities adopt the prevention strategies and approaches that are most likely to effect environmental change to prevent and reduce adverse consequences associated with alcohol and other drug use.■

What We Do

The Center offers the following basic services:

- training and professional development activities
- technical assistance
- publication and dissemination of prevention materials
- training and technical assistance on Drug-Free Schools and Campuses Act (codified as Part 86 of EDGAR) compliance requirements
- support for the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse
- assessment, evaluation, and analysis activities, such as a nationwide search for promising practices

Training Opportunities

ONE WAY THE CENTER SUPPORTS CAMPUS PREVENTION initiatives is comprehensive training on a variety of topics and in a multitude of formats. Center training is action-oriented and respectful of the higher education culture. It gives participants immediate tools for identifying and addressing specific alcohol and other drug problems.

We identify training topics and develop curricula through ongoing field liaison with other organizations serving institutions of higher education (IHEs), through regular communication with Network Regional Coordinators, and with advice from our Center Review Group (see page 14) and Center Associates (see page 13).

IHE professionals, including research and teaching faculty, serve as editorial consultants and reviewers in the development of Center publications, which serve as textbooks for many of our training modules.

We offer training in multiple venues to meet the diverse learning needs of the IHE constituency. For example:

- Higher education professionals may encounter Center-sponsored training sessions within their national and regional conferences.
- Students may hear presentations or engage in practical round-table discussions with other students who have had first-hand experience in AOD prevention.
- Faculty may have periodic opportunities to take part in Center-convened topical issue seminars, bringing together academics and IHE practitioners to explore research findings and applications.

Training Opportunities
CONTINUED

Center training is lively, interactive, and builds on the experiences of participants. It's data-based and replete with research citations, which befit the academic standards of higher education. We provide up-to-date publications and other reference materials, group problem-solving exercises, and follow-up technical assistance. We also survey participants about three months after each training session to ask about the continued relevance of the knowledge they gained.

The Center can also be a resource to individual campuses or consortia ready to implement changes in policies or programs toward reducing alcohol and other drug problems. We can help you organize your own training events in a number of ways. We can:

- recommend nearby Center Associates competent in specific training topics
- help with needs assessment and linking training objectives with policy and program strategies
- furnish materials, including audiovisual teaching aids
- advise on publicity, so the right people are present and participate in creative problem-solving

To request help with your upcoming prevention training event, please contact Ellen Thomas, Michael Rosati, or Tom Colthurst (see page 13).

The Center announces training opportunities — its own and those sponsored by other IHE organizations — on its World Wide Web site, in the Center's newsletter *Catalyst*, and in periodic published announcements. Contact the Center for more information.■

How To Get Technical Assistance

THE CENTER PROVIDES TECHNICAL ASSISTANCE IN TWO distinct ways: reactive and proactive. We react to requests for technical assistance from individuals at IHEs. Requests come to us through telephone calls (our 800 number), over the Internet, through our Web site, in writing, or through personal contact at meetings and conferences.

Our staff works with requesters to identify what will best meet their needs. Sometimes it's just a matter of sending out one of our publications (see page 8) or linking them up with other people or programs. Other cases are more complicated and may require a search of our database to identify research articles or other prevention materials. In some cases we may direct the requester to another information resource, such as the National Clearinghouse for Alcohol and Drug Information (NCADI, see page 11) or the Education Resource Information Center (ERIC, see page 11).

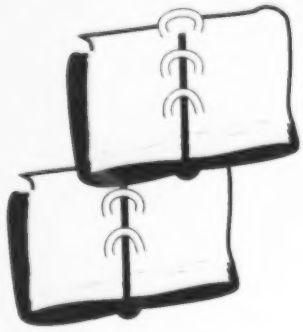
We are preparing a set of prepackaged technical assistance packets to respond to routine requests. Current topics include marijuana and other drugs, athletes, and potential funding sources. Additional topics will be added routinely to this series. All technical assistance packets are available in downloadable electronic form on our Web site or in printed form (see page 9).

If you request technical assistance from the Center, you can expect to hear from someone within five working days or sooner, depending on your communication technology. We will either get in touch with you to learn more about your technical assistance needs or send you information that we think will help.

We see reactive technical assistance as an open communication channel between you and the Center aimed at getting you the resources you need to advance prevention on your campus. When you ask for technical assistance you are opening a door not only to Center resources but also to those resources represented by colleagues across the country or in your region. Prevention is best served through lively and open information sharing.

However, we don't always wait to respond to individual requests for technical assistance. Our proactive technical assistance aims to anticipate the needs of IHEs through issues raised in our training activities, monitoring IHE communications on various Internet Listservs, and seeking out those who are adapting and applying new knowledge and skills on campus.■

Center Publications



THE CENTER PUBLICATIONS PROGRAM DRAWS FROM the wealth of experiences of IHEs in using prevention materials and relates those experiences to current scientific information and reliable research data on promising approaches to reducing problems. The Center then disseminates those materials to IHEs through training, technical assistance, and information transfer technologies.

Center publications include the following:

1. **Preventing Alcohol-Related Problems on Campus: Acquaintance Rape.** This publication presents comprehensive information on the issue of acquaintance rape and provides a range of responses for campus officials and others.
2. **Preventing Alcohol-Related Problems on Campus: Alcohol-Impaired Driving.** This publication presents information on alcohol-impaired driving and includes a range of strategies and responses specific to colleges and universities.
3. **Setting and Improving Policies for Reducing Alcohol and Other Drug Problems on Campus: A Guide for School Administrators.** This guide provides a comprehensive overview of the policy-setting process at IHEs and includes recommended policy strategies.
4. **Complying With the Drug-Free Schools and Campuses Act** (Commonly known as Part 86 of EDGAR [34 CFR Part 86]) — **A Guide for University and College Administrators.** This guide provides IHEs with information on DFSCA and strategies for complying with federal law.
5. **Preventing Alcohol-Related Problems on Campus: Methods for Assessing Student Use of Alcohol and Other Drugs.** This publication is directed at audiences with a more technical interest in conducting surveys to assess student use and problems.
6. **Institutionalizing an Alcohol and Other Drug Prevention Program.** This is an informative publication for new AOD coordinators to help them establish and maintain prevention efforts.

7 **Binge Drinking on Campus: Results of a National Study.** This publication presents the findings of the Harvard study on high-risk drinking by students at four-year colleges and universities. It presents information in a clear, concise manner.

8 **Secondary Effects of Binge Drinking on College Campuses.** This bulletin describes the effects binge drinking (defined as consuming five or more drinks per occasion for men, four or more for women) has on others who are non-binge drinkers.

9 **Enforcing the Minimum Drinking Age Law: A Survey of College Administrators and Security Chiefs.** This bulletin reports on a 1993 survey. It also includes some interesting and useful information on strategies for enforcing the minimum drinking age laws.

10 **Preventing Alcohol Related Problems on Campus: Vandalism.** This bulletin provides a good overview of issues related to vandalism at colleges and universities, including suggested strategies for reducing problems.

11 **Preventing Alcohol-Related Problems on Campus: Substance-Free Residence Halls.** This bulletin is directed at chief housing officers and directors of residence life and provides advice on how to establish substance-free housing.

12 **Alcohol and Other Drug Prevention: A Bulletin for Fraternity and Sorority Advisors.** This bulletin is directed at a specific audience: Greek life advisors.

13 **The Environmental Assessment Instrument — A New Tool for Targeting Substance Abuse Prevention in Higher Education.** This publication summarizes the work of Lorand B. Szalay in developing the Environmental Assessment Instrument.

14 **Alcohol and Acquaintance Rape: Strategies to Protect Yourself and Each Other.** This flyer is intended to motivate students concerned about acquaintance rape to get involved with alcohol policy on campus.

15 **Looking at Binge Drinking at Four-Year Colleges: User's Guide.** This manual and computer software is intended to help IHEs predict the rate of binge drinking on their campuses, based on a statistical model developed with data from the Harvard study.

Center Publications
CONTINUED

The Center also publishes *Catalyst*, a newsletter covering current prevention issues at IHEs, such as campus policies for dealing with intoxicated students and using media to support prevention. It also includes a calendar of upcoming training events.

All Center publications are available to IHEs in hard copy and in electronic formats. You can request hard copy versions of publications on our Web site, by telephone, by e-mail, or by regular mail. Those with access to electronic communications systems can download or print copies of Center publications from our Web site.

One advantage of getting publications in an electronic format is flexibility in extracting copy for use in a variety of ways. For example, you might want to reformat a *Catalyst* article for reprinting in your campus newspaper. Or you might want to excerpt information from *Complying with the Drug-Free Schools and Campuses Act* to customize a fact sheet for a campus prevention committee. We encourage you to make use of Center publications in those ways that best meet your needs.

Each year we identify new topics for publications through an annual publications plan. The topics approved for 1995-1996 are:

1. Coalition Building and Organizing for Campus-Based Prevention
2. Prevention Challenges at Community Colleges
3. Linking Academics with Prevention: Curriculum Infusion and Beyond
4. Prevention Updates: Tips for New AOD Coordinators
5. Prevention Updates: Responsible Hospitality Service

We will publicize availability of these publications on our Web site and through Center training and technical assistance activities.

All new publications are reviewed by people working at IHEs.

If you are interested in reviewing publications or have suggestions for topics for 1996-1997, please get in touch with Barbara Ryan (see page 13).

Accessing The Center Database

SINCE 1993, THE CENTER HAS DEVELOPED AN INFORmation database with nearly a thousand publications, manuals, and other materials that may help you respond to AOD problems at your campus. Materials in the database represent a broad range of approaches to AOD problems, from those focused on helping individuals overcome personal problems to those aimed at altering the campus environment or community norms surrounding alcohol and other drug use.

You will find a range of media represented in our database, including books, manuals, curricula, and videos. In addition, the database includes information about individuals with various skills and expertise in responding to AOD problems on campus.

Center staff use this database to respond to requests for technical assistance by conducting searches on a variety of topics using keywords. In the future, you will be able to search this database through the Center's Web site. Watch for a *What's New* announcement for availability of this online service.

Getting Online: World Wide Web . . .

You need:

- the hardware: computer, modem, phone line
- the software: a Web browser
- an Internet connection through a campus network or service provider

Click your mouse on *What's New* for the latest update on Center services.

If you have information, materials, or other items that you think others should know about, send them to us. If materials are consistent with the mission and goals of the Center, we will add them to our database.

Accessing the Center Database
CONTINUED

Your campus or organization may have a computer network with access to the Internet. If you are on your own, you can get on the Internet through commercial providers for a fee. For further information you might talk to others you know who have already made the leap to online services, to computer support personnel on your campus, or to Peter Leis at the Center (see page 11).

Once you have established an Internet connection, start your Web browser and type in the location of our Web site: http://www.edc.org/hec/ The main menu options will guide you to the information you want.

Using Electronic Communications to Support Prevention

OUR WEB SITE SUPPORTS PREVENTION EFFORTS ON campus by disseminating information and promoting communication among those working at IHEs. When you get to our Web site (http://www.edc.org/hec/) you'll find Our Publications: access to all Center publications, download instructions, and three file formats (txt, html, pdf); Hear Ye, Hear Ye: list of current Center training sessions, workshops, and other meetings and conferences of interest to IHEs; AOD Web Resources: ready links to other AOD and IHE electronic resources, including Web sites, newsgroups, Listservs, newsletters, and gopher sites.

- Literature Searches: links to databases, including Web search tools
- The Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse: regional coordinator information, online and searchable Network members directory, information on how to join the Network
- Join Us: a contact path to the Center via a form and a way to request technical assistance
- Meet the Staff: Center staff biographies, addresses, and e-mail links as well as a list of Center Review group members

- Center Description: general Center introduction and detailed information on other Center activities
- Big Plans for this site: changing list of future features and items in development, such as using HyperNews to mirror relevant Listservs to the site, linking directly to our database for easier research, and technical assistance requests

Other Alcohol And Drug Prevention Resources For IHEs

WE MAKE USE OF A NUMBER OF NON-CENTER resources to help IHEs find the information they need to support their prevention efforts. We use these resources in the development of our prepackaged technical assistance materials, other Center publications, or in customized searches on a specific topic. Some of these resources are available through our Web site:

NCADI — The National Clearinghouse for Alcohol and Drug Information is funded by the U.S. Center for Substance Abuse Prevention. It is the world's largest repository of alcohol and other drug prevention materials and resources. NCADI includes online databases and a catalog of publications and materials.

ERIC — Educational Resources Information Center is a national information system designed to provide users with access to an extensive body of education-related literature. Established in 1966, ERIC is supported by the U.S. Department of Education.

JOIN TOGETHER ONLINE — Funded by the Robert Wood Johnson Foundation, Join Together is a national resource center for communities fighting alcohol and other drug problems. Its online services include discussion groups, searchable databases of articles and people, and current news articles.

Other Resources
CONTINUED

CORK — This online catalog of alcohol and other drug literature maintained by the Dartmouth University provides abstracts of articles.

Visit our resource room when you are in the nation's capital. The Center maintains a library resource room at:

Social & Health Services, Ltd. (SHS)
11426 Rockville Pike, Suite 100
Rockville, MD 20852.

Please call 301/770-5800 for an appointment. SHS also houses NCADI, which has a library you can visit.

Tips For New AOD Coordinators

NEW AOD COORDINATORS NEED TO QUICKLY GET UP to speed on current prevention issues. The first step is to get in touch with the Center, either online or by calling our 800 number. Let us know who you are. First, we will send you a "Tips for New AOD Coordinators" flyer. We can link you with your nearest Network Regional Coordinator and Center Associates, experienced prevention professionals who are eager to help you get started. Getting connected with others in your area is a good way to begin building a support group for your campus efforts. Prevention is a process built on relationships. We can help you form those relationships on your campus and with others working at IHEs.

Use Center technical assistance services to jump-start your campus activities. We can help by providing materials and resources that are related to your campus environment so that you don't have to wade through pages of information to find what you need.

Attend Center or Network training activities to meet colleagues in your area or from across the country and to develop necessary skills for implementing prevention efforts on your campus. Check the training calendar on our Web site or add your name to our training announcement mailing list (by e-mail or by calling our 800 number).

Get involved with the Center. Let us know what you need to be more effective and efficient on your campus.■

Who Is Involved In The Center?

The following individuals make up the Center's core staff:

Director:	William DeJong, PhD
Associate Director:	Tom Colthurst
Managing Director:	J. Michael Gilbreath
Training:	Michael Rosati and Ellen Thomas
Technical Assistance:	Peter Leis
Evaluation:	Edward De Vos, EdD, Cheryl Presley, PhD, Lance Segars, PhD, and Maggie Cretella
Publications:	Barbara E. Ryan

Reach Center staff:
- e-mail (HigherEdCtr @edc.org)
- World Wide Web page (see page 9 for information on using the Web page)
- toll-free number (800/676-1730)

We look forward to hearing from you.

Center Associates

Center Associates are primarily IHE professionals, representing a host of staff capacities (e.g., student affairs, alcohol and other drug coordinators, health and safety, residential life, and faculty members). Center Associates have an important role in the delivery of Center-sponsored training. Associates receive Center appointments based on their mastery of prevention subject matter and adult education technology.

Following orientation, Associates accept assignments to lead workshops and provide technical assistance on behalf of the Center. We recruit and orient Center Associates annually while also providing ongoing support in the form of prevention literature and invitations to special events. To learn more about the Center Associates program, please contact Ellen Thomas.

Who is Involved in the Center?

CONTINUED

Center Review Group

A Review Group provides the Center with guidance in its work. Review Group members have expertise spanning the range of issues faced by universities, colleges, and other postsecondary institutions as they attempt to deal with the consequences of the use of alcohol and other drugs by students.

Members of the Review Group will help the Center accomplish its mission in a number of ways:

- reviewing the Center's annual task plans
- facilitating the Center's ties with various national associations, and government agencies
- identifying and referring the Center to other experts, publications, and promising programs and practices
- reviewing work in progress
- monitoring the quality of the Center's training and technical assistance services
- assessing the Center's progress in meeting its established goals and objectives
- serving as an advocate for the Center's role in alcohol and other drug prevention on college campuses

Our Review Group members during the 1995-1996 project year are:

Mich Barbezat, ThB,
professor of human services, Elgin Community College, Elgin, IL

Barbara Brown Herman, PhD,
director of student development services, Texas Christian University, Ft. Worth, TX

B. James Dawson, EdD,
president, Tennessee Wesleyan College, Athens, TN

Lucille Fleming, BA,
director, Ohio Department of Alcohol and Drug Addiction

Nancy A. Gleason, MSW,
senior social worker, Stone Center Counseling Service, Wellesley College
Ellen Gold, MBA, MEd,
director, University Health Services at Eastern Michigan University
Gerardo M. Gonzalez, PhD,
professor and associate dean, College of Education, University of Florida
Bobby Heard, BA,
director of programs, Mothers Against Drunk Driving (MADD)
Michael Klitzner, PhD,
senior associate, Klitzner & Associates
Makani N. Themba, BA,
co-director of The Praxis Project

Get more information about Review Group members on our Web site or call our toll-free number to request a membership roster.

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Editor: Barbara E. Ryan

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Center Staff: William DeJong, Tom Colthurst, Maggie Crettella, Ed DeVos, Michael Gilbreath, Peter G. Leis, Kate Nelson, Michael Rosati, Barbara Ryan, Ellen Thomas

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How To Use The Higher Education Center For Alcohol And Other Drug Prevention

Give Us Your Feedback

Please help us assess the usefulness of this publication in supporting alcohol and other drug prevention activities on your campus. We welcome your candor. While we encourage you to provide us with your name and contact information, you may submit this form anonymously if you prefer.

1. How did you get this publication? ☐ mail ☐ meeting/conference ☐ Web ☐ colleague
   Name of meeting _____
   Where? _____ When? _____

2. Do you plan to share this publication with others: ☐ yes ☐ no
   If yes, please list their names and/or titles.
   _____
   _____
   _____

3. Was the information in this publication useful to you in your prevention efforts? ☐ yes ☐ no
   If yes, please comment on how you used the information.
   _____
   _____
   If no, please comment on what would have been more helpful.
   _____
   _____

4. Suggested topics for Center publications:
   _____
   _____

5. Would you like technical assistance from the Center? ☐ yes ☐ no
   If yes, please describe your technical assistance needs — and be sure to include your name and contact information.
   _____
   _____

CUT HERE

Name: _____ Title: _____
Institution: _____
Street: _____ City: _____ State: _____ Zip: _____
Tel: _____ Fax: _____ e-mail: _____

Please mail to the address below or fax to the Center at 617/969-5979.

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Education Development Center, Inc.
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